

1-22-1981

Board of Trustees Minutes, January 22, 1981

Eastern Washington University

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Agenda

Board of Trustees Eastern Washington University

January 22, 1981
10:00 a.m., Pence Union Building, Council Chambers

I. Presidents' Reports

- A. Dr. H. George Frederickson, President, EWU
- B. Dr. Ray Soltero, President, Faculty Organization
- C. Mr. Terryl Ross, President, Associated Students
- D. Mr. C. Lynn Smith, President, Alumni Association

II. Consent Items

- A. Approval of Minutes of the December Board of Trustees Meeting (Attachment II.A.)

III. Policy Issues

A. Business & Finance

- 1. Acceptance of Aquatics Building (Attachment III.A.1.)
- 2. Interlocal Agreement with the City of Cheney for Fire Protection (Attachment III.A.2.)
- 3. Locker Project - Tawanka Commons (Attachment III.A.3.)

B. By-Laws Items

- 1. Revisions to Student Conduct Code (Attachment III.B.1.)
- 2. Revisions to Part-Time employment Regulations (Attachment III.B.2.)

IV. Information Items

- A. Report on Housing Fire Safety
- B. Contractor's Minority Employment Report (Attachment IV.B.)
- C. Contracts Awarded Under \$17,500 (Attachment IV.C.)
- D. Follow-up on Recommendations of External Audits (Attachment IV.D.)
- E. Managment Reporting System - Special Annual Reports
 - 1. General Demographic Information - Spokane County (Attachment IV.E.1.)
 - 2. Financial Reports - 1977-80 (Under Separate Cover)
 - 3. Audit Projects - 1980 (Attachment IV.E.3.)

Agenda
Board of Trustees, EWU
January 22, 1981
Page 2

V. Executive Session

An executive session will be called for the purpose of discussing personnel and legal issues

VI. Personnel Actions

(Attachment VI.)

The next regular meeting of the Board of Trustees will be held on Thursday, March 26, at 10:00 a.m. in the PUB Council Chambers.

EASTERN WASHINGTON UNIVERSITY

Board of Trustees
Minutes
January 22, 1981

The Board of Trustees of Eastern Washington University held a regular meeting on Thursday, January 22, 1981, at 10:00 a.m. in the Pence Union Building Council Chambers.

BOARD OF TRUSTEES PRESENT

Mr. Fred C. Enlow, Chairman
Mrs. James Chase
Mr. Andrew Kelly

BOARD MEMBERS ABSENT

Mr. Bruce McPhaden, Vice Chairman
Mrs. Frederick Wilson, Jr.

STAFF PRESENT

Dr. H. George Frederickson, President
Dr. Duane Thompson, Provost for Academic Affairs
Mr. Fred Johns, Vice President for Business and Finance
Dr. Gordon Martinen, Vice President for Extended Programs
Mr. Richard Flamer, Provost for Student Services
Mr. Ken Dolan, Secretary, Board of Trustees
Mr. Raymond Soltero, President, Faculty Organization
Mrs. Isabelle Green, Director, Alumni Relations
Mr. John Lamp, Senior Assistant Attorney General
Mr. Terry Maurer, EWU News Bureau Director

STUDENTS PRESENT

Mr. Terryl Ross, President, Associated Students
Mr. Greg Fazzari, ASEWU Executive Vice President
Mr. Rich Shields, ASEWU Council

SPECIAL GUESTS

Mr. John Montague, City Fire Marshall

MEDIA PRESENT

Mr. Tom Thrun, Cheney Free Press
Ms. Rochelle Ogershok, KREM-TV
Mr. Ken Niles, KXLY-TV
Mr. Jim Crosby, Editor, The Easterner
Ms. Alice Feinstein, Spokane Daily Chronicle

BUSINESS MEETING

Chairman Enlow called the meeting to order at 10:03 a.m.

PRESIDENTS' REPORTS

Presidents' reports were presented to the Board of Trustees by EWU President H. George Frederickson; Dr. Raymond Soltero, President, Faculty Organization; Mr. Terryl Ross, President, Associated Students; Mrs. Isabelle Green, Director Alumni Relations.

MINUTES OF THE DECEMBER BOARD OF TRUSTEES MEETING AND A SPECIAL MEETING ON JANUARY 8, Agenda Item II.A.

Motion #1-01-81: "I move that the minutes of the regular Board of Trustees meeting of December 18, 1980, and the special Board of Trustees meeting of January 8, 1981, be approved as submitted."

Motion by Mr. Kelly, seconded by Mrs. Chase, approved unanimously.

AQUATICS BUILDING CONSTRUCTION PROJECT, Agenda Item III.A.1.

Motion #1-02-81: "I move that the Aquatics Building Construction Project be officially accepted as being 100% complete."

Motion by Mrs. Chase, seconded by Mr. Kelly, approved unanimously.

INTERLOCAL AGREEMENT WITH THE CITY OF CHENEY FOR FIRE PROTECTION, Agenda Item III.A.2.

Motion #1-03-81: "I move that the Board of Trustees approve the Interlocal Governmental Cooperation Agreement between the University and the City of Cheney providing for fire protection services for the period from January 1, 1981, through June 30, 1981, at a cost of \$65,184.00."

Motion by Mrs. Chase, seconded by Mr. Kelly, approved unanimously.

LOCKER PROJECT - TAWANKA COMMONS, Agenda Item III.A.3.

Motion #1-04-81: "I move that the ASEWU request to use \$10,500.00 of the \$30,000.00 accessible in the reserve fund for a Tawanka locker project be approved."

Motion by Mr. Kelly, seconded by Mrs. Chase, approved unanimously.

REVISIONS TO THE STUDENT CONDUCT CODE, Agenda Item III.B.1.

Chairman Enlow called an Administrative Procedure Act hearing for the purpose of discussing the proposed changes to the Student Conduct Code.

Motion #1-05-81: "I move that the proposed revisions to the Student Conduct Code be approved."

Motion by Mr. Kelly, seconded by Mrs. Chase, approved unanimously.

Mr. Enlow declared that the Administrative Procedures Act hearing was now concluded.

INFORMATION ITEMS, Agenda Item IV.

No action was taken on the information items.

EXECUTIVE SESSION

Chairman Enlow called an executive session at 10:45 a.m. for the purpose of discussing personnel matters. The executive session ended at 11:05 a.m. Chairman Enlow reconvened the regular Board of Trustees meeting at 11:06 a.m.

PERSONNEL ACTIONS, Agenda Item VI.

Motion #1-06-81: "I move that the personnel actions be approved with the addition of the change in title for Dr. Duane Thompson from Provost for Academic Affairs to Vice President and Provost for Academic Affairs."

Motion by Mrs. Chase, seconded by Mr. Kelly, approved unanimously.

RESOLUTION AUTHORIZING INDEMNIFICATION, Agenda Item VII.

Upon the recommendation of Attorney General Lamp, the Board of Trustees agreed to add this item to the agenda.

Motion #1-07-81: "I move that the resolution authorizing indemnification in the case of Steve Kinn vs EWU be approved."

Motion by Mrs. Chase, seconded by Mr. Kelly, approved unanimously (see attached resolution).

ADJOURNMENT

Chairman Enlow adjourned the meeting at 11:12 a.m.

NEXT MEETING DATE

The next meeting date of the Board of Trustees will be held on Thursday, March 26, 1981, at 10:00 a.m. in the Pence Union Building Council Chambers.

Fred C. Enlow, Chairman
Board of Trustees

Kenneth R. Dolan, Secretary
Board of Trustees

Motion #1-02-81: "I move that the firm of Neal H. Russell Construction, Inc., of Boise, Idaho, with a total bid of \$2,536,000 be awarded the general contract for the Martin Hall Remodeling Project."

Motion by Mr. Kelly, seconded by Mrs. Wilson. Voting aye: Mrs. Wilson, Mr. Kelly, Mr. Enlow, Mrs. Chase. Voting nay: Mr. McPhaden. Mr. McPhaden observed that in his judgment, the Russell firm did not fully comply with University "requirements".

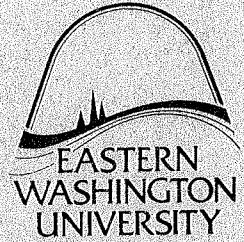
ADJOURNMENT

Chairman Enlow adjourned the meeting at 11:35 a.m.

Fred Enlow, Chairman
Board of Trustees

Kenneth R. Dolan, Secretary
Board of Trustees

Memo



To: H. George Frederickson, President

From: Russ Hartman, Director of Planning and Budgeting Services *Russ*

Date: January 13, 1981

Subject: Acceptance of the Completion of the Aquatics Building Construction Project

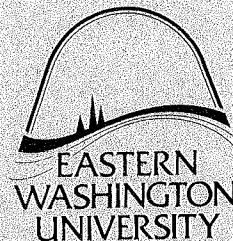
Robert Graham's report on the completion of the Aquatics Building - HPERA Phase V project is attached for the information of the Board of Trustees.

It is our recommendation that the Board officially accept the project as being 100% complete.

js

Attachment

Memo



To: Russ Hartman, Director, Planning & Budgeting Services
From: Robert Graham, Director of Facilities
Date: January 13, 1981
Subject: Acceptance Of Capital Projects

Project: Aquatics Building - HPERA Phase V
Project No: 69-863W

Design By: ALSC Architects - Spokane

Construction By: H. Halvorson Construction, Inc. - Spokane

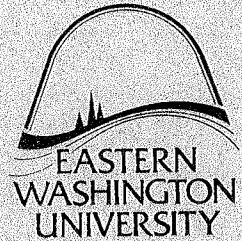
History: Approved for capital construction in 1979-81 capital budget.
Began construction August 20, 1979, completed construction
December, 1980. Original Contract Cost: \$1,541,673.00
Additions: (change orders) \$21,990.16 (1%)
Final total construction cost: \$1,563,663.16

Description: The Aquatics Building construction completed the HPERA complex by adding an indoor swimming facility to the existing physical education facilities.

The pool is a 25 yard x 25 meter concrete structure surrounded by a precast concrete and structural steel building.

Recommendation: Upon completion of the contract in December, 1980 by H. Halvorson, Inc., it is recommended that the Board officially accept the project as 100% complete.

Memo



To: H. George Frederickson, President

From: Russ Hartman, Director of Planning and Budgeting Services *Russ*

Date: January 12, 1981

Subject: Interlocal Agreement - Fire Services

At its October meeting, the Board of Trustees approved an Interlocal Governmental Cooperation Agreement with the City of Cheney for the provision of fire protection services. Originally, the agreement was to have covered the period from July 1, 1980 through June 30, 1981 but the recommendation was changed on the morning of the Board meeting to provide that the agreement would expire on December 31, 1980. It was our intent to negotiate a new agreement with the City starting January 1, 1981.

However, we have received directions from the Office of Financial Management that the University should not enter into any fire protection services agreement that extends beyond June 30, 1981. This direction is based upon an anticipated change in the State's operating budget which will provide that cities will be reimbursed directly by the Department of General Administration for the provision of fire protection services to state agencies with city limits. This provision will apply to the City of Cheney if it is passed by the Legislature.

Rather than completing a major overhaul of the relationship between the City and the University at this time, we feel that is more practical simply to extend the existing Interlocal Agreement to cover the period from January 1, 1981 through June 30, 1981. The Cheney City Administrator and I have discussed this approach and agree it is most feasible, but we will continue to work on the content of a revised agreement should it be necessary to negotiate one for the next fiscal year.

It is recommended that the Board of Trustees approve the attached Interlocal Governmental Cooperation Agreement between the University and the City of Cheney providing for fire protection services for the period from January 1, 1981 through June 30, 1981 at a cost of \$65,184.00.

Attachment

js

INTERLOCAL GOVERNMENTAL COOPERATIVE AGREEMENT

AMONG

EASTERN WASHINGTON UNIVERSITY

AND

THE CITY OF CHENEY

FOR THE CONTRIBUTION BY EASTERN WASHINGTON UNIVERSITY TO THE CITY BUDGET FOR THE EXTENSION OF PUBLIC SERVICES FOR THE BENEFIT OF THE UNIVERSITY.

THIS AGREEMENT, made and entered into by and between Eastern Washington University, an agency of the State of Washington, hereinafter referred to as the "University", and the City of Cheney, a municipal corporation of the State of Washington, hereinafter referred to as the "City", provides for the contribution of the University to the City Budget enabling the City to expand its ability to furnish public services for the benefit of the University. This Agreement is made pursuant to Chapter 39.34 RCW.

W I T N E S S E T H:

WHEREAS, the City furnishes public safety services to the University by reason of authority granted to it under various sections of the Revised Code of Washington, and

WHEREAS, it appears to be advantageous to the University to make contributions to the City Budget, enabling the City to expand its ability to provide public services for the benefit of the University, and

WHEREAS, Chapter 239, Laws of 1967 (now codified as RCW 43.07) authorizes the parties hereto to contract for the joint or cooperative exercise of their respective powers.

NOW, THEREFORE, acting pursuant to the authority granted by Chapter 39.34

RCW and Chapter 34.07 RCW, it is agreed as follows:

1. That the duration of this Agreement shall be for a period of six (6) months commencing January 1, 1981 and ending June 30, 1981.

2. That the City shall have direction and control of its various public safety departments and shall pay all costs relating to the operation of those departments.

3. That the City shall include in its budget for the fiscal year of this Agreement necessary funds for the support of its public safety departments.

4. That the University agrees to contribute to the City, for the purposes of enabling the City to expand its ability to provide public services for the benefit of the University, the sum of SIXTY FIVE THOUSAND ONE HUNDRED EIGHTY FOUR AND NO/100 DOLLARS (\$65,184.00) for said period beginning January 1, 1981, to June 30, 1981, and said amount shall be contributed in full by June 30, 1981.

5. That each of the parties shall nominate its own individual or individuals to act as its representative in a management capacity on a joint board for managing and supervising the operations of the parties to this Agreement. Part of the managerial duties of this joint board shall include the manner of acquiring, holding and depositing of any real or personal property used in the joint undertaking.

6. That this Agreement may be terminated in part or whole if both parties to this Agreement and the joint board agree that the purpose of this Agreement is frustrated.

7. That it is understood and agreed that provision of necessary public safety services to the University by the City is not dependent upon this Agreement.

EXECUTED on behalf of Eastern Washington University this ____ day of _____, 1981.

EASTERN WASHINGTON UNIVERSITY

By _____
Chairperson, Board of Trustees

EXECUTED on behalf of the City of Cheney this ____ day of _____, 1981.

CITY OF CHENEY

By _____
Mayor

ATTEST:

CITY CLERK

Approved as to form only this ____ day
of _____, 1981.

JOHN E. LAMP
Senior Assistant Attorney General

INFORMATION REPORT ON
A TAWANKA LOCKER PROJECT
FOR EWU BOARD OF TRUSTEES
MEETING OF JANUARY 22, 1981

PRESENTED BY ASSOCIATED STUDENTS
OF EASTERN WASHINGTON UNIVERSITY

I. GENERAL INFORMATION

The ASEWU requests the Board of Trustees approval to use \$10,500.00 of the of the \$30,000.00 accessible in the reserve fund for a Tawanka locker project. The project involves the purchase and installation of 369 lockers for student use in Tawanka Commons. Each locker measures 12" width x 15" depth x 24" height. The three tiered lockers are secured by master keyed combination padlocks.

The following is a cost breakdown of the locker project. The prices are based on the lowest bid received for the locks and lockers. Installation is based on an estimate through Physical Plant.

\$ 5,715.10*	Lockers, Low Bid from E&I Co-Operative Service, Inc.
936.00	Assembly, E&I Co-Operative Service, Inc.
53.10	End Caps, E&I Co-Operative Service, Inc.
1,051.65*	Padlocks, Low Bid from Mickelson Equipment & Supply Co., Inc.
1,096.79*	Installation, Physical Plant
1,095.60	Freight
340.99	Tax
10,289.23	Sub-Total
210.77	Safety Margin
\$10,500.00	Total Requested

*COPIES OF THESE BIDS AND ESTIMATE FROM PHYSICAL PLANT ARE INCLUDED AT THE END OF THIS REPORT. EXHIBITS 1,2,3.

II. JUSTIFICATION

The ASEWU believes this expenditure is justified for these reasons:

- A. Theft from students
- B. Theft from Tawanka
- C. Unnecessary book carrying

Campus safety statistics show 10-12 book packs are stolen from Tawanka per quarter. This means an average yearly loss of approximately \$3,000.00^①. The students clearly need a secure place to leave their school supplies at Tawanka.

Tawanka rules state that no book packs are allowed in the upstairs dining area. This theft rate has made the rule largely unenforceable. Tawanka is suffering due to this unenforceability because book packs allowed into the dining area often leave full of Tawanka property (i.e. apples, oranges, glasses, silverware).

① \$45.00	3 Books
15.00	Dorm Key
15.00	Back Pack
5.00	Tawanka Card
10.00	Miscellaneous (i.e. calculator, wallet, purse, jacket)
\$90.00	x 10-12 Thefts x 3 Quarters = \$2,700.00 - \$3,240.00

Many EWU students who study in the Library are needlessly carrying their books to and from the dormitories or off-campus houses. The accessibility of a secure holding space on campus would allow these students to have their books available for classes and studying without carrying them from their residence daily.

III. LOCATION

The lockers will be attached to the exterior walls of the two parallel halls that run the length of Tawanka's main floor (see Exhibit 4).

Tawanka is the ideal location to put lockers for student use. Its central location on campus enables students to stop there between many classes. Parking available next to Tawanka is an added benefit. An inside location is preferable to help protect the lockers from weather and vandalism. Tawanka provides a building where the installation of lockers would not cause a student traffic problem nor class disruption problem. Tawanka is a natural location because many students stop there three times a day for meals. Finally, lockers are needed in Tawanka due to the theft problems.

IV. SIZE

The locker size chosen, 12"x15"x24", is large enough to accommodate two back packs with a jacket or purse without damaging the articles by forcing them in. Hopefully this will encourage students to share a locker with a friend or roommate. This size gives the maximum number of lockers that are functionally suitable to this particular need.

V. RENTAL

To prevent waste of this locker space, students will be charged a nominal fee, \$2.00-\$4.00 per quarter, for locker usage. This project is an addition to the existing facilities--open shelves and coat racks--which will remain in the hallway. Therefore, non-renting students will still have free storage space available.

THIS IS NOT A PURCHASE ORDER

Request for Sealed Bid No. _____

246

to: EASTERN WASHINGTON UNIVERSITY
PURCHASING DEPARTMENT
CHENEY, WA, 99004 Phone (509) 359-2253

Request for Price Quotation No. _____

Due Date: Jan 8, 1981

Time: 2:00pm

Bidders, to receive consideration, quotations must be submitted, fully executed, on this Quotation Form. Quote *net* prices based on our units, extended and totalled. The Purchaser reserves the right to accept or reject quotations on each item separately or as a whole, or to reject any and all quotations. QUOTATIONS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS PRINTED ON THE REVERSE SIDE HEREOF AND ANY DEVIATION THEREFROM SHOULD BE CLEARLY STATED.

Date: 12-12-80

Prices are quoted:

1. ☒ F.O.B. Destination EWU Warehouse

Purchaser: Pat Klicker

or

2. Point of Origin ppd. & added.

Item No.	Description	Quan.	Unit	Unit Price	Total
1	12" x 15" x 24" Lockers, per attached specifications. 123 triple tier lockers, closed base, flat top..... Need to know how many end bases will be required, per end base,...	369	ea		5715.10 1.77 ea.
2	Master Keyed Combination Padlocks for above.	369	ea	4.16	1535.04
<p>If you are bidding "Alternate" or "Equal" your offer must be in accordance with Paragraph #13 in the standard terms and conditions listed on the reverse side of this bid.</p> <p>Additionally, send specification data of item proposed.</p> <p>Advise length of time this bid is firm 30 days from bid opening date.</p> <p>BID: FOB DESTINATION, FREIGHT PREPAID, EASTERN WASHINGTON UNIVERSITY, SURBECK SERVICES for Tawanka Commons, CHENEY, WA 99004.</p> <p>Above prices thru INTERIOR STEEL LOCKERS.</p> <p>ADD Estimated freight-Not guaranteed \$1095.60</p> <p>Optional installation-based on elevator being available ADD \$936.00 (installation to be done on school premises)</p> <p>shipped knocked down</p> <p>excludes taxes</p>					

To the Purchasing Department, Eastern Washington University:
We have read the conditions noted above and on the reverse side; agree thereto and have stated the prices at which we will furnish and deliver to Eastern Washington University Receiving Warehouse, Cheney, Washington 99004, the items as specified, upon award of a Purchase Order Document.

We will ship XX ^{see note above} F.O.B. Destination Rec. Warehouse
or _____ F.O.B. point of origin, prepaid charges to be added to materials invoicing, within _____ days after receipt of purchase order.

INVOICE TERMS Net 30 days

Net 30 2% 10 other (specify)

E & I COOPERATIVE SERVICE, INC.

(Firm Name)

(Signature)

Paul Churchman, Branch Manager

2212 Dupont Dr., Suite K - Irvine, CA 92715
(Street address, City, State, and Zip Code)

714 833-1055

Phone (area code)

1-5-81

Date signed

For EWU Purchasing Office Use Only:

3 83200 5

Account Code

Associated Students PUB 303 9-2514
Ordering Department

THIS IS NOT A PURCHASE ORDER

Request for Sealed Bid No. _____

to: EASTERN WASHINGTON UNIVERSITY
PURCHASING DEPARTMENT
CHENEY, WA. 99004 Phone (509) 359-2253

Request for Price Quotation No. _____

Due Date Jan 8, 1981

Time 2:00pm

Bidders, to receive consideration, quotations must be submitted, fully executed, on this Quotation Form. Quote *net* prices based on our units, extended and totalled. The Purchaser reserves the right to accept or reject quotations on each item separately or as a whole, or to reject any and all quotations. QUOTATIONS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS PRINTED ON THE REVERSE SIDE HEREOF AND ANY DEVIATION THEREFROM SHOULD BE CLEARLY STATED.

Date 12-12-80

Prices are quoted:

1. ☒ F.O.B. Destination EWU Warehouse

Purchaser: Pat Klicker

or

2. Point of Origin ppd. & added.

Item No.	Description	Quan.	Unit	Unit Price	Total
1	12" x 15" x 24" Lockers, per attached specifications.	369	ea	N/B	
2	Master Keyed Combination Padlocks for above. Master # 1525	369	ea	2.85	\$1051.65
<p>If you are bidding "Alternate" or "Equal" your offer must be in accordance with Paragraph #13 in the standard terms and conditions listed on the reverse side of this bid.</p> <p>Additionally, send specification data of item proposed.</p> <p>Advise length of time this bid is firm <u>30</u> days from bid opening date.</p> <p>BID: FOB DESTINATION, FREIGHT PREPAID, EASTERN WASHINGTON UNIVERSITY, SURBECK SERVICES for Tawanka Commons, CHENEY, WA 99004.</p>					

To the Purchasing Department, Eastern Washington University:

We have read the conditions noted above and on the reverse side; agree thereto and have stated the prices at which we will furnish and deliver to Eastern Washington University Receiving Warehouse, Cheney, Washington 99004, the items as specified, upon award of a Purchase Order Document.

We will ship XX F.O.B. Destination Rec. Warehouse or _____ F.O.B. point of origin, prepaid charges to be added to materials invoicing, within _____ days after receipt of purchase order.

INVOICE TERMS

Net 30 2% 10 other (specify) _____

For EWU Purchasing Office Use Only:

3 83200 5

Mikelson Equipment & Supply Co., Inc.
(Firm Name)

Mark Mikelson
by (Typed or printed name) (signature)

E. 860 Trent Spokane, WA 99220
(Street Address - City, State, and Zip Code)

509-489-3034
Phone (Area code)

Date signed *1-8-81*

Associated Students PUB 303 9-2514

PHYSICAL PLANT JOB REQUEST

RECEIVED
NOV 03 1980

INSTRUCTIONS:

Complete and forward all copies of job request to the Physical Plant office. After assignment of the job, a copy of the request will be returned to the initiating department. Upon request, Physical Plant will provide cost estimates and work on these requests will NOT proceed until written approval is received from the budget authority.

JOB LOCATIONS & AVAILABILITY

Date: 10-30-80

TAWANKA

Name of building

Room No.

Other location

Can work begin immediately? Yes ☐ No ☐ If not, specify hours and/or dates: ESTIMATE ONLY

Request initiated by: Curt Huff Phone No. 9-7921

DETAILS OF JOB (If more space is needed, attach separate sheet)

ESTIMATE ONLY

Installing lockers in Tawanka. Contact Rich Shields for clarification - 359-2514.

11-13-80

Est copy to me - 11-20-80 - see Fred

BUDGET AUTHORITY

Request to be done at departmental expense? Yes ☐ No ☐ PROVIDE COST ESTIMATE YES

Authorized to proceed if less than: \$25 ☐ \$50 ☐ \$100 ☐ \$200 ☐ \$ 1096.71

Approved by: *Curt Huff* 11/13/80 Charge to 3-85500 Budget Number

APPROVED BY:

Facilities Planning

Date

Physical Plant

Date 11-4-80

ASSIGNED TO:

Eng. Services

Estimate

Maint.

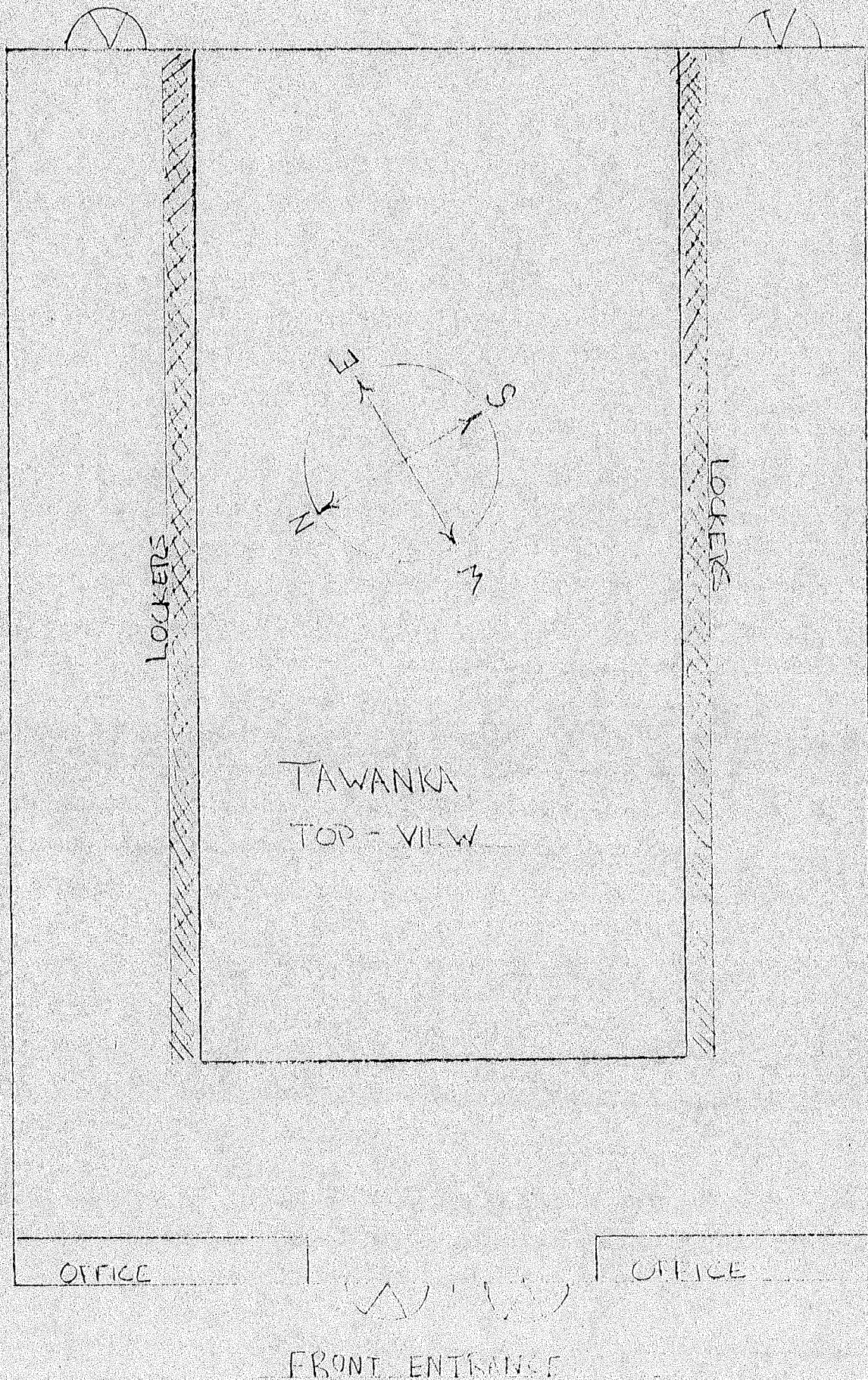
Const.

COMMENTS:

Service Order No. 80-432-11

Date Received

LOADING DOCK



Memo



To: President H. George Frederickson

From: Dick Flamer, Acting Provost for Student Services *Dick Flamer*

Date: January 13, 1981

Subject: The Student Conduct Code

The following quote from the University Disciplinary Officer is submitted for consideration by the Board of Trustees.

"A major concern of mine has been the credibility gap between the maximum fine of \$50 available under the code and suspension from the University. I have deliberately treaded water on this issue until such time I felt the A.S. legislative body represented sufficient maturity to examine the issue in the spirit for which it was intended. As I have stated so often, Eastern is unique in having an operable code that represents fairness to all. It is a finely tuned instrument at this point, one that has only one visible flaw, that being the maximum fine that can be charged.

"When the code became operable in 1971, \$50 was certainly a sufficient figure. Over the past decade, however, inflation has reduced that \$50 figure tremendously. In my role as University Disciplinary Officer, I have always attempted to use the fine in such a manner where a figure would be assessed then the majority of it suspended, the suspension always in effect for a designated period of time, usually for the equivalency of a quarter. An example would be a student, while in an intoxicated condition, creates a disturbance in a residence hall that interrupts the sleep of several occupants. Depending upon the flagrancy of the circumstances, the fine could very well be \$50 with \$30 suspended, meaning the student pays \$20. But if the act should be repeated during the designated period of time, it is going to cost the student \$30 more for openers. My records indicate that in the 2500 plus cases to date that probably no more than 20 students have forfeited a fine. Apparently the system works!

"My primary concern is to create a fining system that can be positive enough to satisfy the offended (whether it be a specific person or the University) to the degree that the accused can maintain his/her academic role within the institution. Although the \$200 figure is admittedly a little higher than necessary at this point in time, it won't be in a year or two.

"The first concern most people have, of course, is the possibility of abuse. The appeal system written into the code would still be in effect. A student

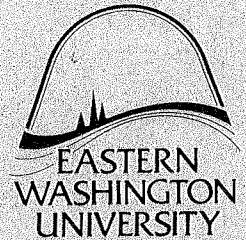
always has the opportunity to appeal if and when they feel they have been treated unfairly. Again, for the record, we haven't averaged three appeals a year since the code came into effect.

"I strongly recommend that my request by way of the Associated Students Legislature be submitted to the Board of Trustees for the purpose of soliciting their positive response."

I am in favor of the change and request approval by the Board of Trustees.

dh

Memo



To: President H. George Frederickson

From: Dick Flamer, Acting Provost for Student Services *Dick Flamer*

Date: January 12, 1981

Subject: Student Employment

Attached for your review is the Student Employment Committee's report and recommendations as a result of Greg Fazzari's White Paper.

Although the committee completed its work in June, through a sequence of events (summer vacation, change of Provost, and discussion of RCCE) this report is just now coming before the Board of Trustees. In essence, nearly all of the committee's suggestions have been implemented and are working successfully. The committee, however, would like the Board to consider one recommendation which deals with giving priority to students for part-time employment.

The committee's recommendation is that all part-time openings be held for a period of three days before a non-student could be hired with the intent that a student could begin employment during this three day period. This proposal is slightly different from the policy passed by the Board on July 7, 1980. That policy states:

All University vacant part-time or temporary hourly positions must be posted in the Student Employment Office and the Personnel Office. Such notices shall be posted a minimum of 48 hours unless the Director of Personnel determines that the part-time temporary hourly position be immediately filled.

After implementation of the July policy, problems have occurred because students are pursuing jobs which must remain posted but the department has already conducted many interviews and know whom they wish to hire. In this situation, the University is causing the students some problems and confusion. Students are asking why we leave these jobs posted if, in fact, they are filled and they want to know if a position is still really open before they go across campus seeking an interview.

If the suggestion of the committee were implemented, one additional day would be set aside before a non-student could be hired, thus giving additional priority to our goal of seeing that students have every opportunity to secure the part-time jobs that are available on campus.

This adjustment would also mean that the University would be providing the best possible service to the students because students would be using their time in a more efficient manner when seeking part-time employment.

dh

enc.

The Student Employment Ad-Hoc Committee has met and reviewed Greg Fazzari's student employment report. In the following areas the committee would like to submit recommendations:

1. Part-time payroll paperwork
2. Part-time job openings
3. Priority to hiring students
4. Nepotism
5. Grievance procedure awareness
6. Athletic quota -- athlete hiring program

PART-TIME PAYROLL PAPERWORK

Suggestion:

Centralize the student employment process by having all part-time payroll paperwork the responsibility of the Student Employment Office.

Background Information:

Presently, the Personnel Action Form (PAF) is completed by the hiring departments for those students who are not receiving work-study. The Student Employment Office completes the PAF for all work-study recipients as it is necessary for them to have control prior to the student being hired. With all PAF's completed in Student Employment, it would provide the opportunity to also review financial aid recipients, including work-study students, prior to their being placed on the payroll.

There are several hundred recipients of financial aid who do not have a work-study award. A federal regulation states that a recipient cannot earn in excess of his/her need. If a recipient does earn in excess, the University is liable for reimbursement of the over-award. The majority of the departments are not checking this before hiring a student. The first check the Student Employment Office now has is when computer reports are checked and the student has been employed for a month. This is difficult to monitor but is a very important regulation.

An additional advantage of Student Employment completing the PAF would be that all foreign students would have a social security number, and a copy of their I-94 work permit would be on file prior to being placed on the payroll.

Since the University, on occasions, employs individuals under 18 years of age, it is necessary to secure a work permit. Once again, with the PAF being completed in Student Employment there would be this check.

The adjustment to centralizing the PAF process would be relatively easy. A policy decision would have to be reached and communicated to all departments, stating that in the future the PAF would only be completed by the Student Employment Office. Further, Payroll would be instructed to accept only PAF's from Student Employment. Since Payroll is the final user of the PAF, acceptance or rejection of a PAF by them would make this policy work.

PART-TIME JOB OPENINGS

Suggestion:

All part-time jobs (except classified) will be submitted to the Student Employment Office.

Background Information:

With all jobs listed in the Student Employment Office, EWU would be providing the ultimate service to the students. It means that students would have just one office to contact to review all employment opportunities on campus. It would eliminate the need for students to contact many departments and leave a completed application with each. Under this plan, the student would complete just one application which would be on file with the Student Employment Office. This system would be very similar to civil service.

PRIORITY TO HIRING STUDENTS

Suggestion:

Students will have priority for the majority of part-time job openings. The job opening will be held for three days for students before a non-student can be hired. After this priority period and with no qualified students available, a department could hire a non-student.

Background Information:

It has always been a goal for the University to give students and/or student spouses priority for the available on-campus jobs. In support of this goal, it is proposed that students have priority for the first three days after a position becomes available. Occasionally there would be exceptions to this policy because of the priority attached to a particular task. For example, at the beginning of a quarter or with high priority jobs such as mailings, we would not have the opportunity to wait for three days. These positions must be filled with the available manpower at hand. It should be remembered that these positions are of a very short duration, generally no longer than two weeks. Student Employment will determine if a job can be categorized high priority. If a non-student is hired into a student position, a justification must accompany the application.

NEPOTISM

Suggestion:

The Student Employment Office will be in compliance with the University's policy on nepotism.

Background Information:

The application for student employment will be revised to ask the applicant if they have a relative working for EWU. If so, the hiring official will be required to secure the necessary prior written approval.

GRIEVANCE PROCEDURE AWARENESS

The grievance procedure for part-time employment will be sent to all department supervisors for posting in student work areas. There will also be a statement in the Student Employment brochure explaining the existence and the process for using the grievance procedure.

ATHLETIC QUOTA -- ATHLETE HIRING PROGRAM

To eliminate any confusion regarding the athlete hiring program, a memo explaining the program will be sent to all supervisors.

1/81

Memo



To: H. George Frederickson, President

From: Russ Hartman, Director of Planning and Budgeting Services *Russ*

Date: January 13, 1981

Subject: Contractor's Minority Employment Report

The Contractor's Minority Employment Report for the month of January 1981 is attached for the information of the Board of Trustees.

The report reflects the minority employment status of each contractor/engineer/architect firm engaged in major projects on the campus. The numbers shown are from the most recent billing from each firm.

js

Attachment

CONTRACTOR'S EMPLOYMENT REPORT
January 1981

CONTRACTOR'S EMPLOYMENT REPORT
January 1981

CONTRACTOR	Total Workers			Minority Workers (Included in Total)				% of Total
	Men	Women	Black	Asian American	Native American	Spanish Surname	Other	
Krueger Sheet Metal Roofing Contractor-Cheney Hall								
A. 1st billing	7	1	1	0	0	0	0	13
B. Final billing (1/7/81)	7	1	1	0	0	0	0	13

Memo



To: H. George Frederickson, President

From: Russ Hartman, Director of Planning and Budgeting Services

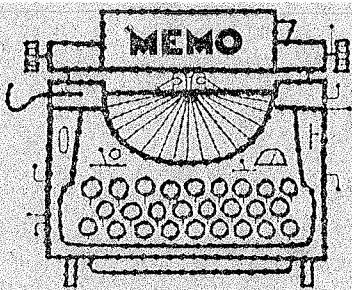
Date: January 13, 1981

Subject: Contracts Awarded Under \$17,500

A handwritten signature in cursive script, appearing to read "Russ", written over the "From:" line.

For the information of the Board of Trustees, no contracts under \$17,500.00 were awarded in the month of January 1981.

js



Eastern Washington State College

To: Fred S. Johns, Vice President for Business & Finance

From: Ron Hall, Internal Auditor

Date: January 13th, 1981

Subject: Attached is the quarterly report of audit recommendations submitted by external auditors for the period January 1st, 1980 through December 31st, 1980.

Purpose: To determine that the findings and recommendations are properly resolved.

SUMMARY

State Auditor's Report of Fiscal Legal Audit
July 1, 1975 to June 30, 1978

<u>FINDINGS AND RECOMMENDATIONS</u>	<u>CONCUR</u>	<u>PARTIAL CONCUR</u>	<u>DO NOT CONCUR</u>	<u>IMPLEMENTED</u>	<u>TARGET DATE</u>	<u>COMMENTS</u>
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GENERAL

Equipment Inventory

X

X

SUMMARY

State Auditor's Report of Federal Financial Aid Audit
July 1, 1976 to June 30, 1978

FINANCIAL

SEOG Fund Transfer

X

X

V.P. Business and Finance
January 9, 1981

SUMMARY

Arthur Andersen & Company Management Review
September, 1979

<u>FINDINGS AND RECOMMENDATIONS</u>	<u>CONCUR</u>	<u>PARTIAL CONCUR</u>	<u>DO NOT CONCUR</u>	<u>IMPLEMENTED</u>	<u>TARGET DATE</u>	<u>COMMENTS</u>
<u>PERSONNEL</u>						
Payroll/Personnel System Features	X				7-1-82	EW moved from Phase I to Phase II
<u>GENERAL</u>						
Management Reporting	X				11-1-81	New Financial Account- ing System-in process of learning how to utilize AM070-Report Generator which is a software package used to produce consolidated reports.
<u>PROPERTY</u>						
Work Order Tracking System	X				10-31-81	Systems development and staffing in budget request for 1981-83
A-B Inventory Analysis	X			X		
<u>PURCHASING</u>						
Purchase Order Check System	X				7-1-81	Assigned to ICBO Sub-Committee

V.P. Business and Finance
January 9, 1981

SUMMARY

D.H.E.W. Federal Grants and Contracts - July 1, 1975 to October 31, 1978

<u>FINDINGS AND RECOMMENDATIONS</u>	<u>CONCUR</u>	<u>PARTIAL CONCUR</u>	<u>DO NOT CONCUR</u>	<u>IMPLEMENTED</u>	<u>TARGET DATE</u>	<u>COMMENTS</u>
1. Personal Services Costs			X			Awaiting contact by Federal agencies
2. Unallowable Cost Transfers		X				Awaiting contact by Federal agencies
3. Review All Cost Transfers			X			Not cost justifiable, awaiting contact by Federal agencies
4. Physical Inventory Procedure	X			X		

SUMMARY

Coopers & Lybrand Report to Management, Auxiliaries, July 1, 1979
to June 30, 1980

<u>FINDINGS AND RECOMMENDATIONS</u>	<u>CONCUR</u>	<u>PARTIAL CONCUR</u>	<u>DO NOT CONCUR</u>	<u>IMPLEMENTED</u>	<u>TARGET DATE</u>	<u>COMMENTS</u>
<u>GENERAL</u>						
1. Increased incidence of NSF checks	X				3-2-81	Controller department personnel conducting study of current NSF check procedures. The system will incorporate needed changes as recommended per the study.
2. Utilize the computer to reduce staff time to reconcile plant asset detail		X				When adequate computer resources become available, it may be considered.
<u>BOOKSTORE</u>						
1. Interest on overdrafts- Bookstore	X				1-31-81	Controller to enter by journal voucher & prorate to each Fund effective back to July 15, 1980.
2. Implement procedures to improve accuracy of the year & physical inventory count	X				6-30-81	Bookstore Manager to insure that the amounts- per the cash register tapes- are reconciled to the physical count
3. Reduce Inventory size in order to improve Cash Flow		X				Bookstore Manager to conduct on-going review of general book inventory with view toward reduction.

SUMMARY

Coopers & Lybrand Report to Management, Auxiliaries, July 1, 1979
 to June 30, 1980

<u>FINDINGS AND RECOMMENDATIONS</u>	<u>CONCUR</u>	<u>PARTIAL CONCUR</u>	<u>DO NOT CONCUR</u>	<u>IMPLEMENTED</u>	<u>TARGET DATE</u>	<u>COMMENTS</u>
<u>HOUSING AND FOOD SERVICES</u>						
1. Accounts payable need to be accrued at year end rather than biennially	X				6-30-81	Will be accrued at the end of each year.
2. Time consuming procedures for recording additions to plant and equipment could be simplified.		X				The new Financial Accounting system will facilitate identification of these fund transfers.
3. Bad accounts have substantially increased student accounts receivables	X				3-2-81	Controller department personnel conducting study of current collection procedures and will incorporate needed changes as recommended per the study.

Eastern Washington University

Management Reporting System

Report Number Nineteen

General Demographic Information - Spokane County

Prepared by:

Planning & Budgeting Services

January 1981

GENERAL DEMOGRAPHIC INFORMATION - SPOKANE COUNTY*

I. Population¹ by Age and Sex: Spokane County

	<u>Male</u>	<u>Female</u>	<u>Total</u>	<u>% of Total</u>	<u>Cum. %</u>
5 & under	14,732	14,177	28,909	8.7	8.7
6-11	15,354	14,612	29,966	9.0	17.7
12-17	17,699	17,192	34,891	10.5	28.2
18-24	23,931	24,033	47,964	14.4	42.6
25-34	24,943	25,386	50,329	15.1	57.7
35-44	17,529	18,608	36,137	10.9	68.6
45-54	15,689	16,749	32,438	9.8	78.4
55-64	14,663	15,846	30,509	9.2	87.6
65 +	<u>16,876</u>	<u>24,481</u>	<u>41,357</u>	<u>12.4</u>	<u>100.0</u>
Total	161,416	171,084	332,500	100.0	
Median	28.1	30.6	29.4		

¹Estimates as of 12-31-79

II. Population of Selected Ethnic Categories:

	<u>N</u>	<u>1970</u>	<u>%</u>	<u>N</u>	<u>1979</u>	<u>%</u>
Total	287,487			328,100		
White	280,174		96.5	317,575		95.6
Spanish Surname	2,894		1.0	4,000		1.2
Black	2,989		1.0	3,950		1.2
Indian	1,988		.7	3,150		1.0
Asian	1,821		.6	2,780		.8
Other	515		.2	645		.2
Total Minority	10,207		3.6	14,525		4.4

III. Age, Education, and Income²: Spokane County

	<u>Age</u>	<u>Education</u>	<u>Income</u>
% Under 18:	33.6	Median School Years: 12.4	Number of Families: 71,859
% Over 65:	11.1	% HS Graduates: 65.3	Median Income: \$ 9,456
		% College (4 yrs +): 6.4	Mean Income: \$10,470

²1970 Census data.

IV. County Population Projections

1970 Census: 287,487

	<u>1980</u>	<u>1985</u>	<u>1990</u>
BPA (1979)	327,500	355,050	377,325
OFM (1979)	334,400	359,500	379,600

V. City/County Labor (in thousands)**

	<u>Labor Force</u>	<u>Unemployed</u>	<u>% Unemployed</u>
1979 March	142.8	11.5	8.1
June	148.6	9.8	6.6
Sept.	149.3	9.0	6.0
Dec.	149.3	11.0	7.4

VI. Effective Buying Income (EBI): Personal Income Minus Taxes, 1979

Percent of Households

	<u>City of Spokane</u>	<u>Spokane County</u>	<u>Wash. State</u>	<u>U.S.</u>
\$ 0-7,999	27.0	23.3	19.3	21.2
\$ 8,000-9,999	6.1	5.5	4.8	5.3
\$ 10,000-14,999	13.4	12.8	12.5	14.4
\$ 15,000-24,999	27.2	29.0	30.5	29.5
\$ 25,000 + Over	26.3	29.3	32.9	29.5
Household Mean EBI		\$20,143	\$21,634	\$20,685
Household Median EBI		\$17,785	\$19,417	\$17,924
Per Capita EBI		\$ 7,403	\$ 7,957	\$ 7,305

VII. Employment Categories (1970 Census): Spokane County

	<u>N</u>	<u>%</u>
Total employed, 16 and over	99,891	
Construction	5,624	5.6
Manufacturing	12,447	12.5
(Durable)	(8,409)	(8.4)
Transportation	5,216	5.2
(1) Communication, utilities, etc.	2,975	3.0
Wholesale trade	6,556	6.6
Retail trade	18,859	18.9
(2) Finance, real estate	6,465	6.5
Business and repair services	3,743	3.7
Personal services	5,693	5.7
Health Services	8,720	8.7
Educational Services	9,556	9.6
(3) Other professional	4,944	4.9
Public administration	5,295	5.3
Other industries	3,798	3.8
(1) Includes sanitary services		
(2) Includes insurance		
(3) And related services		

VIII. Retail Sales (in billions of dollars)

	<u>1978</u>	<u>1979</u>	<u>% Change</u>
City of Spokane	.856	.871	1.8
Spokane County	1.23	1.34	8.9
Inland Empire	4.7	5.6	19.1

* Source for all sections exclusive of V: Spokane Business Conditions. Spokane Area Development Council, Vols. 1-2, 1980.

** Source for Section V: Business Conditions Data: Spokane City and County, Series 2001-2002. Department of Economics-EWU, March, 1980.

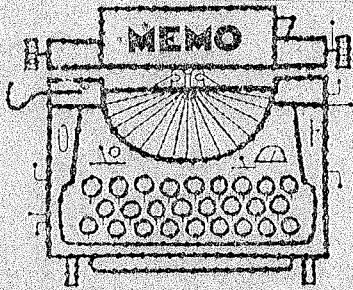
Eastern Washington University

Management Reporting System

Report Number Twenty

Internal Audit Projects for 1980

Prepared by:
Ron Hall, Internal Auditor
January 1981



Eastern Washington State College

To: Fred S. Johns, Vice President for Business & Finance

From: Ron Hall, Internal Auditor

Date: January 12th, 1981

Subject: Attached is the annual report of internal audit activities during the period January 1st, 1980 through December 31st, 1980.

Eastern Washington University
Internal Auditing Department
Annual Report For Year Ended
December 31, 1980

Introduction

In order to strengthen and broaden the scope audit coverage into operational as well as financial and compliance auditing, an additional full-time auditor was hired February 19, 1980. This was in response to Arthur Anderson's Management Control Review in which they stated the "role of the internal auditor should be increased with a much greater emphasis placed on internal control reviews of the major operations of the University." We feel the shift of emphasis into operational auditing has been fully implemented in that six audits of this type were issued during 1980.

Significant Audit Findings

Approximately 125 significant findings resulted from the year's activity. We deem an audit finding to be significant when it

Represents a breakdown in approved internal management controls,

Represents absence of an internal control which we feel is needed,

Not in compliance to state or federal regulations,

Represents significant procedure violations,

Is indicative of poor management.

Our analysis of these findings reveals that they fall into these general categories:

Strengthening internal controls	34
Organizational changes	5
Improved efficiency of operations	14
Procedural violations (major)	11
Current procedures needing revision	36
New procedures that need to be developed	16
Compliance to State/Federal Regulations	9
	<u>125</u>

Resolution of Recommendations pertaining to the audit findings:

Approximately 60% of the recommendations were implemented while the audit was still in process. Thirty percent are set up for implementation during the early part of 1981. Ten percent could not be implemented due to staffing and budgetary constraints.

Opinion

Audit opinions are set out in the reports themselves; however, in summary, adequate controls had been provided over the activities we reviewed. Also, despite the control weaknesses and other findings noted functions we reviewed were being performed in a generally satisfactory manner.

Schedule of Audits
Completed and In Process, 1980

I. <u>Operational Audits</u>	<u>Date of Report Completion</u>
A. Central Cashiering Department	1/20/80
B. Purchasing/Campus Services Department	7/8/80
C. Payroll Department	3/10/80
D. Accounts Payable Department	4/15/80
E. Central Services/Office and Custodial Stores	6/1/80
F. Physical Plant Department	11/20/80
II. <u>External Audits</u>	
A. Coordinate year end audits - Auxiliary Enterprises by C.P.A. - Cooper & Lybrand	5/30/80
B. Quarterly Audit follow-up - Recommendations submitted by external auditors	March, June Sept., Dec./80
III. <u>Government Audits - Federal</u>	
A. Financial Aid/National Direct Student Loans/ College Work Study/Supplementary Economic Grants/Basic Economic Opportunity Grants/ Period July 1, 1978 through June 30, 1980	This audit is approx. 50% completed.
IV. <u>Special Reviews, Investigations</u>	
A. Audit Appraisal/Financial Aid Director's Response to Program Audit of State Work Study/State Need Grants	9/18/80
B. Forged Signature/Student Financial Aid Check	10/15/80
C. Inventories	
1. Bookstore, Student Union, Tawanka Commons - Test annual physical inventories - Assisted Coopers and Lybrand, C.P.A. firm	6/30/80
2. Central Stores Physical Inventory - Audit Test	12/30/80
D. Personnel - Audit Test/Overtime/Leave Without Pay/ Sick Leave/Vacations	1/80 & 3/80
E. Audit Test of Federally Funded Equipment Purchases and Appraisal of the Annual Equipment Physical Inventory	12/5/80

Schedule of Audits
Completed and In Process, 1980
Page 2

V. Systems Reviews

- | | |
|--|---|
| A. New Magnetic Card System - Dining System for meal ticket control | Observation,
No report issued |
| B. New automated Financial Accounting System - Member of Installation Task Force | Ongoing-Report
to be issued
end of March/81 |

VI. Cash Disbursements

- | | |
|---|---------|
| A. Reconciliation of all University bank accounts
This function transferred to General Accounting Department, April, 1980. | Monthly |
| B. Control of bad checks - Reports this function transferred to General Accounting Department February, 1980. | Monthly |

VII. Cash Receipts

- | | |
|---|--------------------------------|
| A. Ticket Sales Audits/Athletics/Social Activities/Drama Department | July & Sept./80 |
| B. Count all change funds/Petty cash funds at various cashiering centers-both on and off campus | Semi-annual
6/30 & 12/30/80 |
| C. Audit of Continuing Education Cashiering System-Bon Marche, Spokane | 1/15/80 |
| D. Audit of Cash Register cash controls, Tawanka, Bookstore, Student Union and Campus Safety | 9/15/80 |
| E. Parking Metered Cash Collections, Campus Safety Department | 3/5/80 |

January 22, 1981

PERSONNEL ACTIONS

A. Administrative-Exempt

1. Appointments

Choquette, Wayne - Project Archaeologist, Bonneville Power Administration Cultural Resources Program. Salary: \$18,600 annually effective Dec. 1, 1980 -- grant funded

Gough, Stanley - Assistant Project Archaeologist, Bonneville Power Administration Cultural Resources Program. Salary: \$16,000 annually effective Dec. 1, 1980 -- grant funded

Holstine, Craig - Project Historian, Bonneville Power Administration Cultural Resources Program. Salary: \$18,600 annually effective Dec. 1, 1980 -- grant funded

Jackson, J. Brantley - Program Manager, Bonneville Power Administration Cultural Resources Program. Salary: \$24,000 annually effective Dec. 1, 1980 -- grant funded

McLeod, Patricia - Research Assistant, Bonneville Power Administration Cultural Resources Program. Salary: \$15,000 annually effective Dec. 1, 1980 -- grant funded

2. Sick Leave

Esparza, Ysidro - Chicano Education Counselor; extension of sick leave with pay through Jan. 23, 1981 (previously approved by Board of Trustees to cover sick leave from Oct. 23, 1980, through Dec. 31, 1980)

3. Change of Status

Chertok, Barbara Ann, from Acting Director of Support Services to Director of Support Services effective Jan. 23, 1981

B. Academic

1. Appointments

Massey, George M. (LTC), Professor of Military Science; three-year term effective July 31, 1981

Pardew, Harold L. (MAJ), Assistant Professor of Military Science; two-year term effective Spring Quarter, 1981

Stone, Culver E. (CPT), Assistant Professor of Military Science; three-year term effective July 31, 1981

2. Change of Status

VandeBerg, Loyd W., Professor of Industrial Education and Technology; appointment as Chairman, Department of Industrial Education and Technology, for a three-year term effective Sept. 1, 1981

Maxson, William L., Professor of Music; reappointment as Chairman,
Department of Music, for an additional three-year term
expiring August 31, 1983

3. Sick Leave

Wallace, Susan E., Audio-Visual Librarian; on paid sick leave
from Dec. 1 through 29, 1980